

# **HOLFORD PARISH COUNCIL**

## **Job Description**

### **Holford Village Lengthsman**

#### **Main Purpose.**

To be responsible for the general cleanliness of the lanes and verges around the Parish, the trimming of obtrusive and dangerous hedge overhangs, care of the Village Green Car Park, grass cutting, road sign cleaning and general maintenance including bringing to the notice of Councillors Health and Safety issues and ensuring care and maintenance of provided equipment.

#### **Key Tasks**

To establish a routine for prioritising work requirements and determining the right equipment necessary for a piece of work.

On arrival for work to check with The Responsible Parish Councillor (RPC) for any particular or urgent task needs. Not to take instructions from anyone but the RPC and to take due note of a comment or request from a Parishioner and report the same to the RPC.

To always work safely utilising the correct equipment and safety gear.

To ensure that all equipment is in good working order and report any defects to the RPC

Not to lend any equipment to anyone and not assist in private tasks and report any requests to do so to the RPC.

To ensure that all equipment is cleaned, lubricated, stored and secured after use in the designated location.

To properly maintain the attendance log and report to the RPC by telephone in the event of unavailability of an agreed working day.

#### **Administration for a Self-Employed Person.**

To maintain a record of completed work.

**To report to the RPC regarding matters of importance or potential danger noticed whilst at work.**  
**To keep updated on safety rules (e.g. Chainsaws).**  
**To report to the RPC any issue which may affect one's ability to carry out the work required.**  
**To hold a current and valid Driving Licence**  
**To hold a Chainsaw Operating Certificate or be prepared to achieve one.**  
**To provide an invoice for time completed on a monthly basis and agree with the RPC.**  
**To evidence appropriate Liability Insurance as agreed ( this to be discussed by HPC).**  
**To look tidy, as a representative of Holford Village, and behave in a proper manner to visitors and residents alike.**

**12<sup>th</sup> September 2016**